Children with Cancer UK
Candidate Pack

Registered Charity Number: 298405
Inaugurated by Diana, Princess of Wales
Company limited by guarantee, Number: 4960054

Job description

Job title:	Sports Manager
Contract:	Permanent
Location:	Hybrid – Office 3 days a week (21-27 Lamb's Conduit Street, London, WC1N 3NL)
Reporting to:	Senior Sports Manager
Direct reports:	N/A
Salary range:	£40,000 (based on experience)
Closing date:	**Thursday 5th November 2026**

Role

To project manage a range of sports events and campaigns, providing an excellent supporter experience to all sports event's participants, meeting agreed KPIs and objectives.

Children with Cancer UK

Children with Cancer UK is a leading children's cancer charity dedicated to raising and investing funds into vital specialist research to save the lives of children with cancer. Our mission is to improve survival rates and the quality of survival in young cancer patients and to find ways to prevent cancer in the future. What began as a small memorial charity in 1988, has evolved into a major force raising more than £300 million and investing in over 200 research projects to help fight the injustice of cancer in children.

Sports Events Team

Generating approximately £4 million per year, the Sports Events Team supports fundraisers taking on a wide range of physical challenges - from runs and marathons to treks, cycles, swims and obstacle events around the world.

The flagship event, the TCS London Marathon, is the charity's single largest fundraising moment, delivering around £3 million annually and engaging hundreds of dedicated supporters. The team provides expert guidance, logistics support, stewardship, and motivation to ensure every fundraiser feels part of something impactful and inspiring.

Key responsibilities

Sports Events

- Project manage a variety of sporting events and partnerships.
- Support the Sports Team in delivering the full portfolio of sporting events, such as the TCS London Marathon, Great Run Series, and Rat Race.
- Ensure all events are accompanied by comprehensive project plans, marketing strategies, and post-event evaluations.
- Provide an exceptional supporter journey for all participants.
- Recruit and assist new supporters to maximise their fundraising efforts.
- Organise and oversee the event day experience, attending events as needed.
- Maintain high standards in relationship fundraising.
- Monitor campaign KPIs and objectives, identify issues, and agree on corrective actions.
- Keep accurate and current expenditure logs for sports events.

- Remain informed about trends and activities within the charitable sector.
- Assist in the development and expansion of the sports events portfolio.
- Collaborate effectively across different departments.
- Prepare and deliver presentations to a range of audiences as required.
- Respond promptly to all sports event enquiries.
- Work with the communications team to ensure the website remains up to date.
- Identify fundraising stories suitable for external sharing.
- Maintain up-to-date records of sports events fundraising on the database (Salesforce).
- Manage and maintain the Sports Team's existing systems and processes.
- Build strong working relationships with key stakeholders.
- To contribute to a positive working environment and culture.
- Support the Sports Executive performing administrative skills on a rotation basis within team.

Budget

- To contribute to the Sports Events yearly budget
- To feed into the creation of the yearly budgets and reforecasts.
- Analyse monthly income and expenditure against budgets. Providing commentary, identifying problems and agreeing remedial steps.

Additional Responsibilities

- Any other reasonable duties as directed by your line manager.
- The post requires an amount of evening and weekend work and the post holder is expected to attend events as and when required – throughout the UK. The charity operates a time off in lieu system to make this time up which your line manager will need to approve.

Person Specification

	Essential	**Desirable**
Experience	• Experience building relationship with variety of stakeholders • Experience working on multiple projects at the same time • Project management experience • Experience using a database	• Experience growing fundraising income • Experience of public speaking
Skills & Abilities	• Excellent organisational skills • Ability to prioritise and multi-task • Project management skills • Excellent customer service skills	• Understanding of mass participation events • Proficient use in the Microsoft suite (Excel, Word, Powerpoint, Sharepoint, Outlook etc)

	• Ability to report and measure on KPIs and objectives.	
Other attributes	• Strong team player • A self-starter who can plan their own diary and use initiative • Able to work collaboratively across the organisation	• Creative and innovative

Please note: If you don't match all our essential criteria but have other relevant experiences and skills, please do apply. We would love to hear from you.

Other information

At Children with Cancer UK we value diversity, and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.

How to Apply

Please submit your CV and cover letter. Please note we will not consider applications that did not include a cover letter.

If you require any reasonable adjustments during the application or interview process, please contact us at hr@childrenwithcancer.org.uk

You must be eligible to work in the UK to apply for this vacancy.